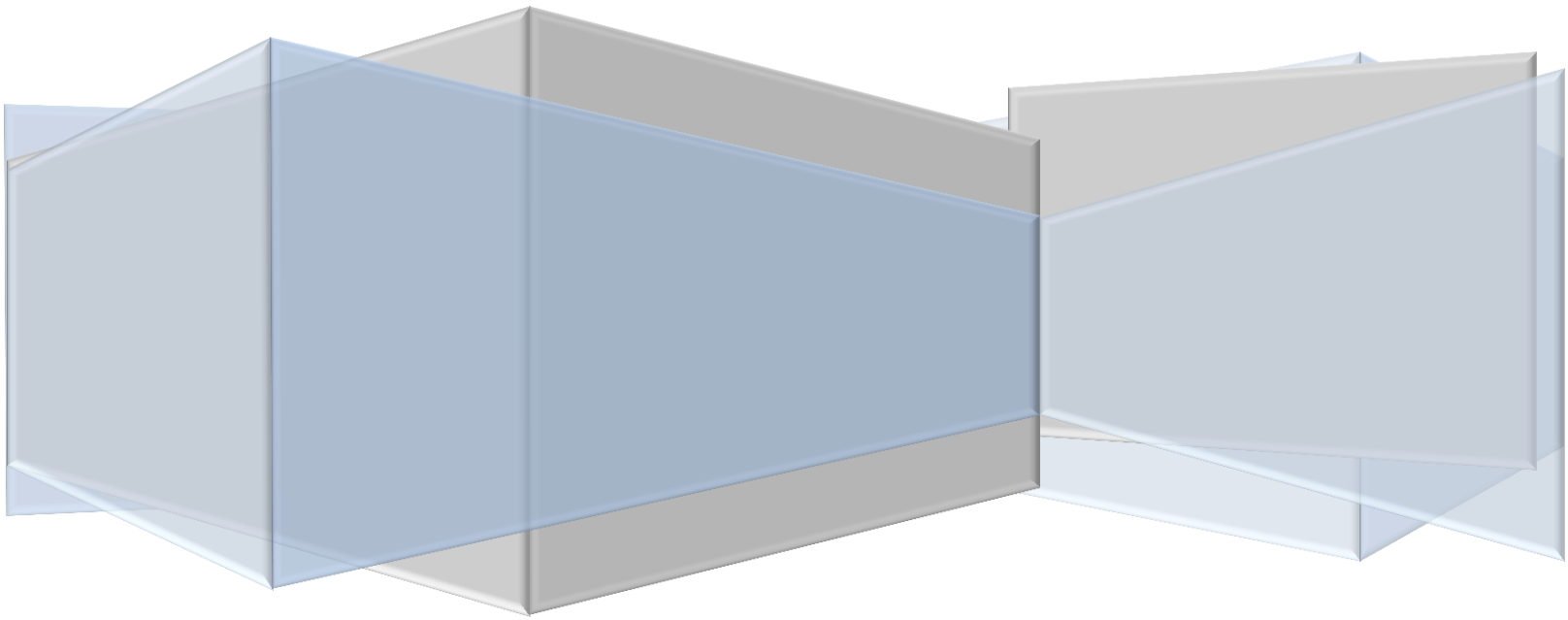
South Carolina Department of Revenue

Motor Fuel Web-Based Reporting System

Supplier User Guide



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INTRODUCTION

The South Carolina Department of Revenue has implemented a web-based system to provide filers of Motor Fuel User Fee Returns (Supplier, Terminal Operator, and Transporter) the option to file and remit fees electronically at no charge. The web-based system will be available for the filing of June, 2012, user fee returns which are due to be filed on July 22, 2012. Taxpayers may choose this web-based filing option as opposed to filing tax returns via EDI.

Effective July 1, 2012, specific product codes for gasohol and biodiesel will be required. They are as follows:

Gasohol- E01-E99 replaces "roll-up" product code 124 to reflect the percentage of fuel grade ethanol blended with gasoline. Pure, unblended fuel grade ethanol should be reported as E00, replacing product code 123.

Biodiesel- B01-B99 replaces "roll-up" product codes 284 and 170 to reflect the percentage of biodiesel blended with undyed diesel fuel. Pure, unblended biodiesel should be reported as B00.

Biodiesel- D01-D99 replaces "roll-up" product codes 284 and 171 to reflect the percentage of biodiesel blended with dyed diesel fuel. Pure unblended, dyed biodiesel should be reported as D00.

Per SC Code Section 12-28-1400(A), all Suppliers, Terminal Operators and Transporters are mandated to file their motor fuel returns "in the manner provided by the Department."

All Supplier reporting payments accompanying Motor Fuel transactions, **via web or EDI**, must be submitted through the Electronic Funds Transfer (EFT) Program. The EFT Program for Motor Fuel is a separate program from the EDI Program. For further information regarding the EFT program, please see the EFT Program guide located on our website under Motor Fuel/E-Services.

Registration

To register for web filing, complete the D-155 Registration application located on our web site at www.sctax.org, select Motor Fuel/E-Services. If assistance is required with the registration process, please contact:

Electronic Services

Help Desk (Columbia area)	**803-896-1715**	Help Desk (Toll Free)	**1-800-476-0311**
E-mail Address	**edi@sctax.org**	FAX	**803-896-1779**
Mailing Address	**South Carolina Department of Revenue** **EFT/EDI Help Desk** **Columbia SC 29214-0016**		

Filing Returns

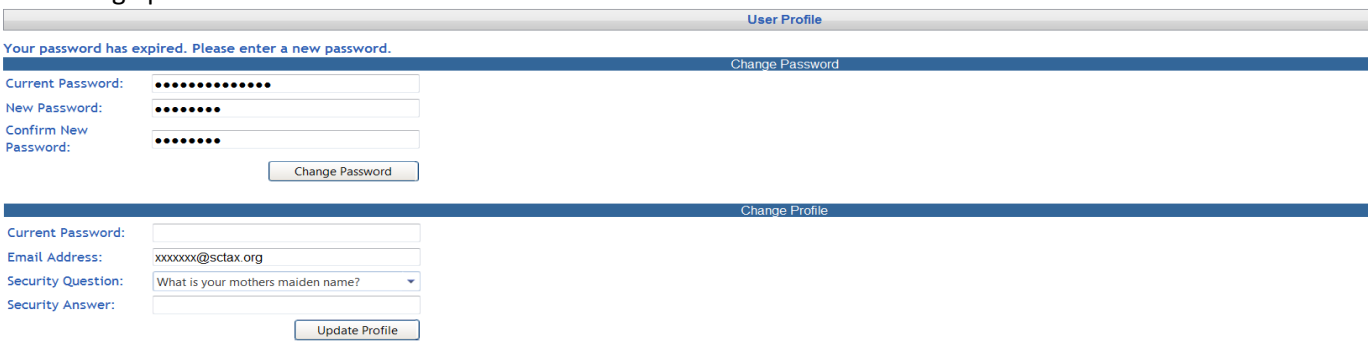
If assistance is required for filing motor fuel returns via the web-based system, please contact:

Motor Fuel Section

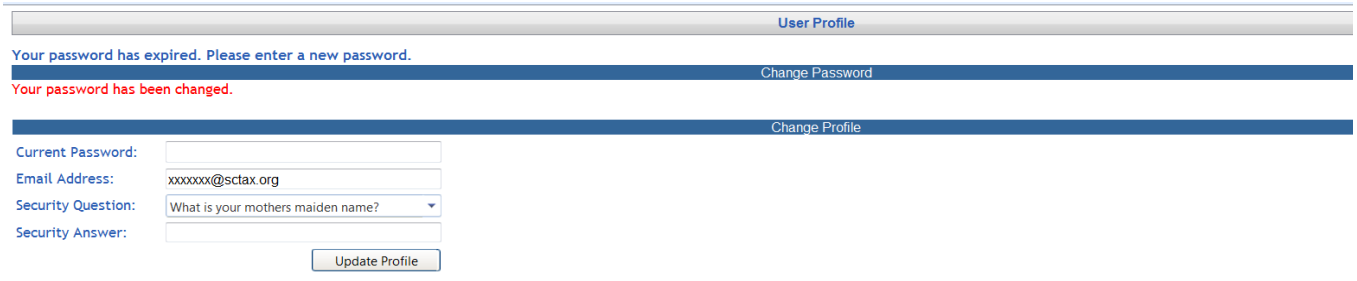
Filing Assistance	**803-896-1990**
E-mail Address	**motfuellic@sctax.org**

To Sign In, you will need user Id and password from DOR Electronic Services.

Now you will need to change password.
Enter current password (password that was given)
Enter New password (create)
Confirm New Password
Click change password



Now change profile.
Enter current password (the new password that you choose)
Security Question: select from list
Enter Security Answer
Click update profile



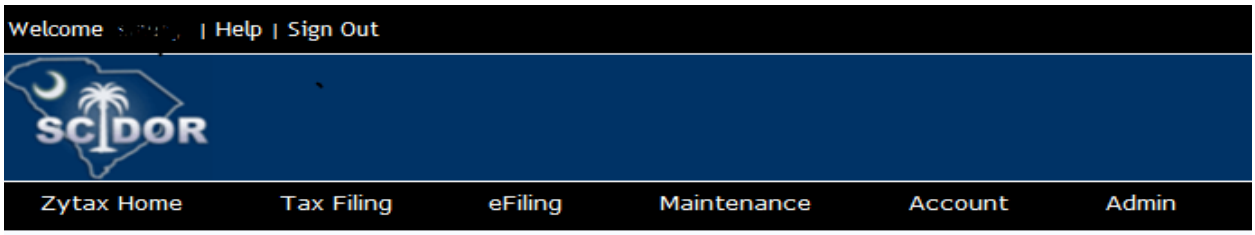
Business Entities and the Master Company Data Base

Many business entities are already set up in the Department of Revenue's motor fuel data base. All licensed motor fuel accounts that are not sole proprietors will appear in the drop down boxes needed to schedule transactions.

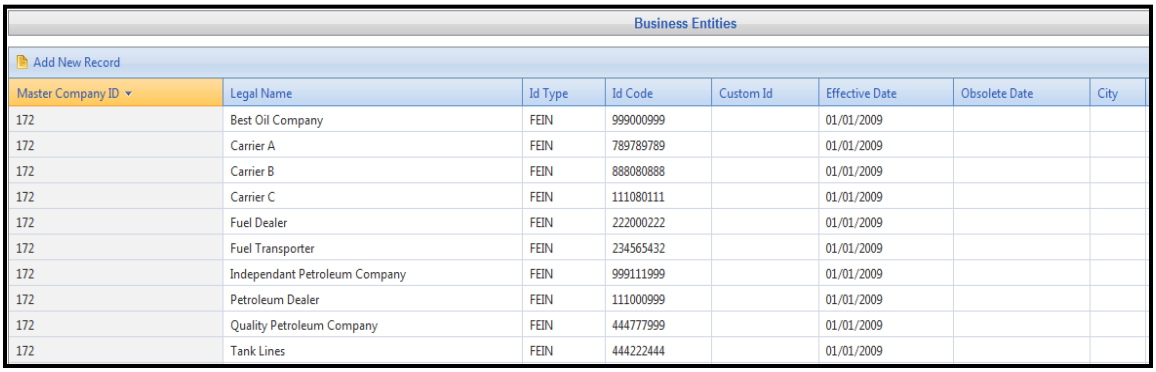
Only business entities for Master Company ID 0 may be viewed by all users. When a filer adds a business entity it is not entered into the Master Company. Only the filer and the Department of Revenue may view business entities entered by a filer.

Before creating a filer business entity, review the Motor Fuel Data Base using the following steps:

1. From the Zytax Home Page choose the Maintenance Tab

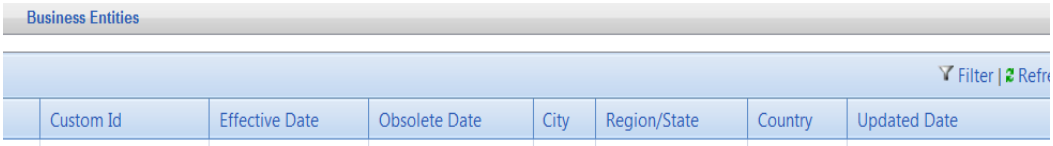


2. From the drop down menu choose Business Entities

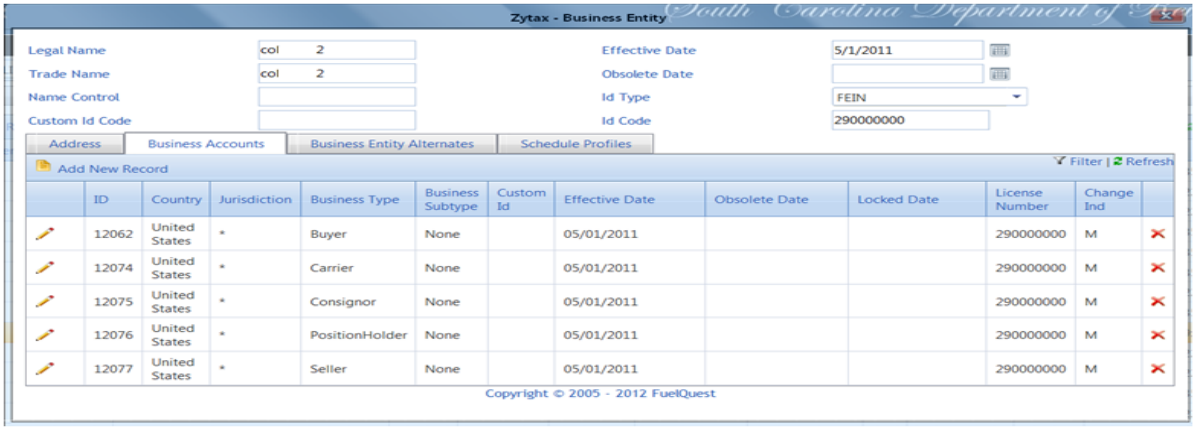


Master Company ID	Legal Name	Id Type	Id Code	Custom Id	Effective Date	Obsolete Date	City
172	Best Oil Company	FEIN	999000999		01/01/2009		
172	Carrier A	FEIN	789789789		01/01/2009		
172	Carrier B	FEIN	888080888		01/01/2009		
172	Carrier C	FEIN	111080111		01/01/2009		
172	Fuel Dealer	FEIN	222000222		01/01/2009		
172	Fuel Transporter	FEIN	234565432		01/01/2009		
172	Independant Petroleum Company	FEIN	999111999		01/01/2009		
172	Petroleum Dealer	FEIN	111000999		01/01/2009		
172	Quality Petroleum Company	FEIN	444777999		01/01/2009		
172	Tank Lines	FEIN	444222444		01/01/2009		

3. Review the entity names to determine if the filer entities exist in the Master Company. Use the Filter Option located at the far right to create a filter to speed the verification.



4. Click on any company row and choose the Business Accounts Tab to see what business types have been assigned in the Master Company.

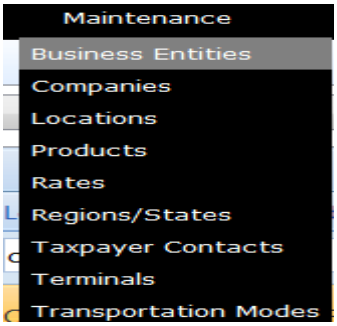


Only enter a business entity if it does not already exist for the required business type (buyer, seller, etc.) in the Master Company.

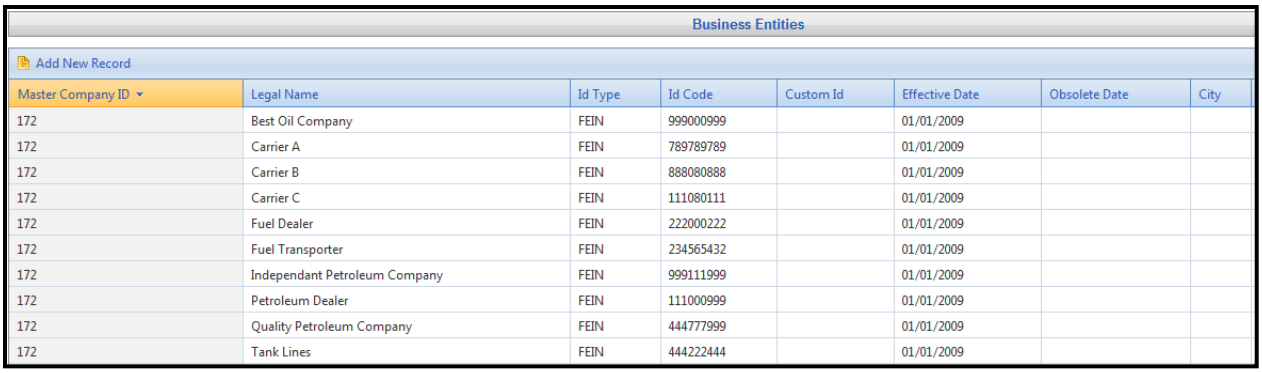
Please contact the Motor Fuel Section at 803-896-1990 for assistance or questions concerning business entities.

Business Entities – Add New Record

Business Entity information will only be entered once. Business entities are companies or individuals that the filer does business with whose information is required for completing the schedule information for a return. Examples are Consignor, Seller,
Click on the Maintenance tab
Select Business Entities from drop down box



Click Add New Record



Master Company ID	Legal Name	Id Type	Id Code	Custom Id	Effective Date	Obsolete Date	City
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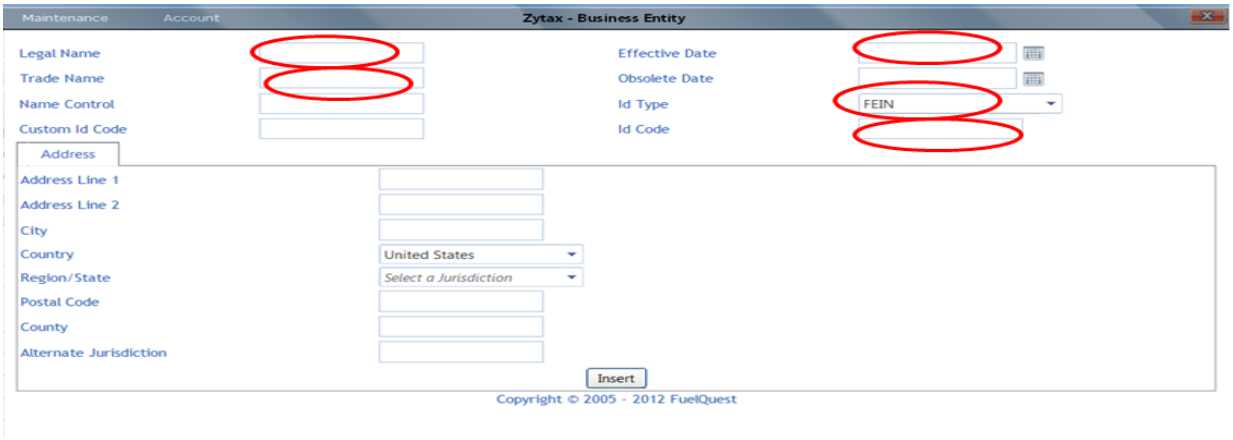
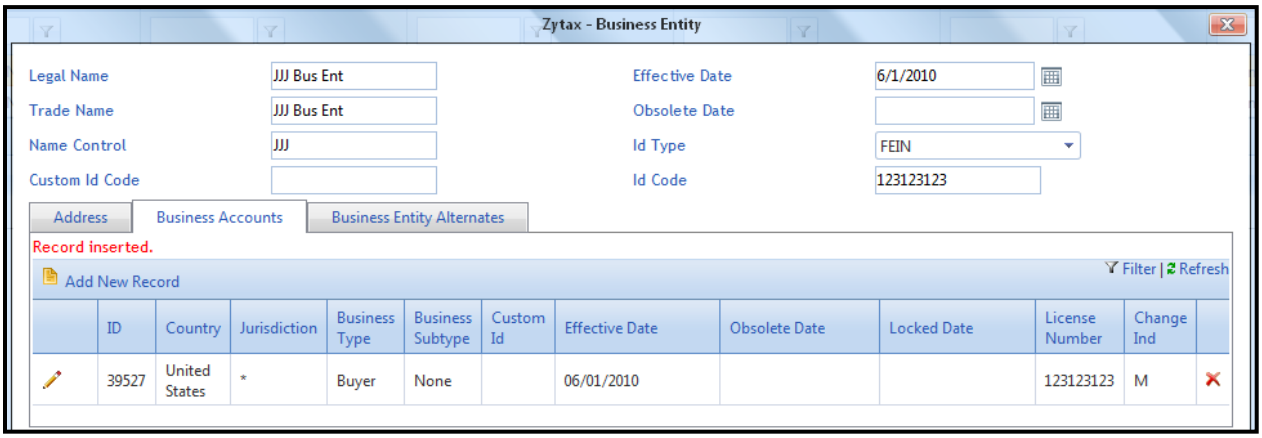
172	Carrier A	FEIN	789789789		01/01/2009		
172	Carrier B	FEIN	888080888		01/01/2009		
172	Carrier C	FEIN	111080111		01/01/2009		
172	Fuel Dealer	FEIN	222000222		01/01/2009		
172	Fuel Transporter	FEIN	234565432		01/01/2009		
172	Independant Petroleum Company	FEIN	999111999		01/01/2009		
172	Petroleum Dealer	FEIN	111000999		01/01/2009		
172	Quality Petroleum Company	FEIN	444777999		01/01/2009		
172	Tank Lines	FEIN	444222444		01/01/2009		

Then ‘Add New Record’ icon is used to create a new business entity.
In following fields enter: **Company Legal Name, Trade name, Effective Date, ID type (click dropdown box to select type) and Id Code (FEIN or Social Security Number)**
Then click Insert

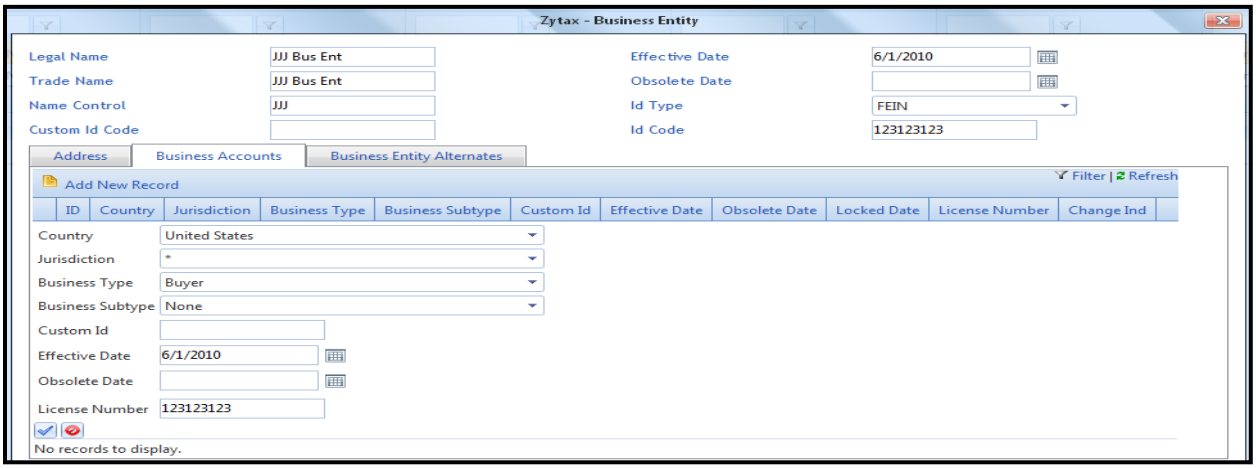


Determine if the entity will be entered as one or more of the following:
Consignor – Company/individual that hired filer as the carrier/transporter.
(If the filer transporters their own product, enter the filer company as a consignor.)
Seller – Terminal supplier that shows as the supplier on the terminal issued bill of lading.
Buyer – Company/Individual to whom the product was delivered.

Next click Business Accounts tab
Click Add New Record



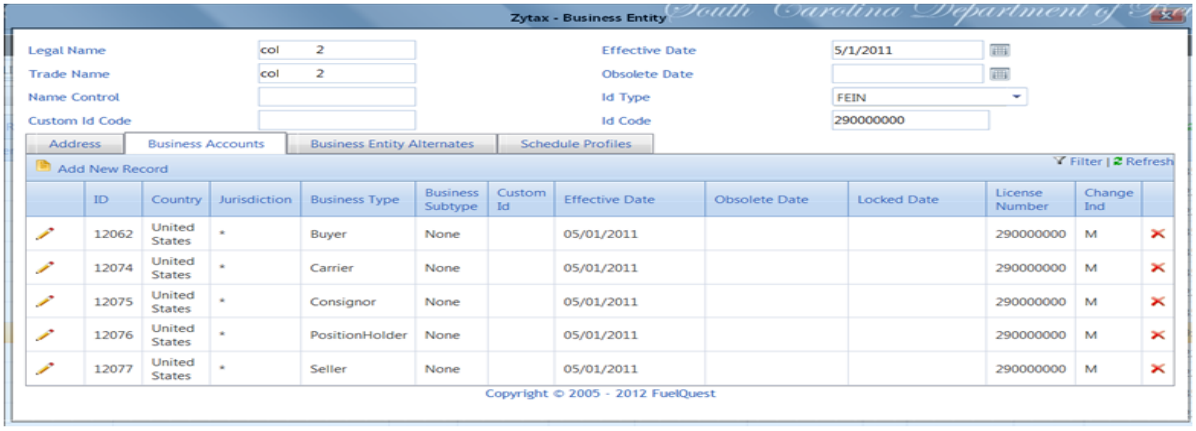
For Business Type click on drop down button



From the drop down menu select the business type that describes the business entity. When your company has more than one relationship with that business entity you will need to click on <u>Add New Record</u> to assign the business type based on each relationship with the entity.

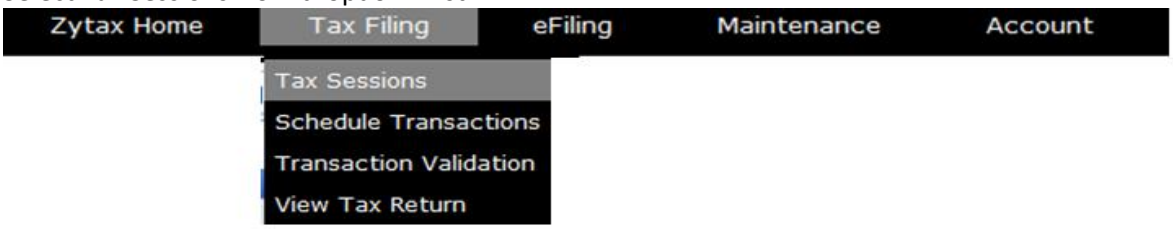
Click on checkmark to insert

Below is an example of a business entity assigned with all business types.

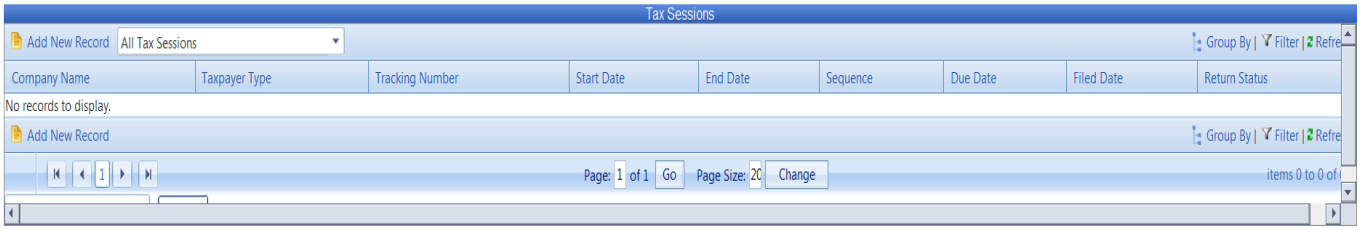


Creating Return/Tax Session

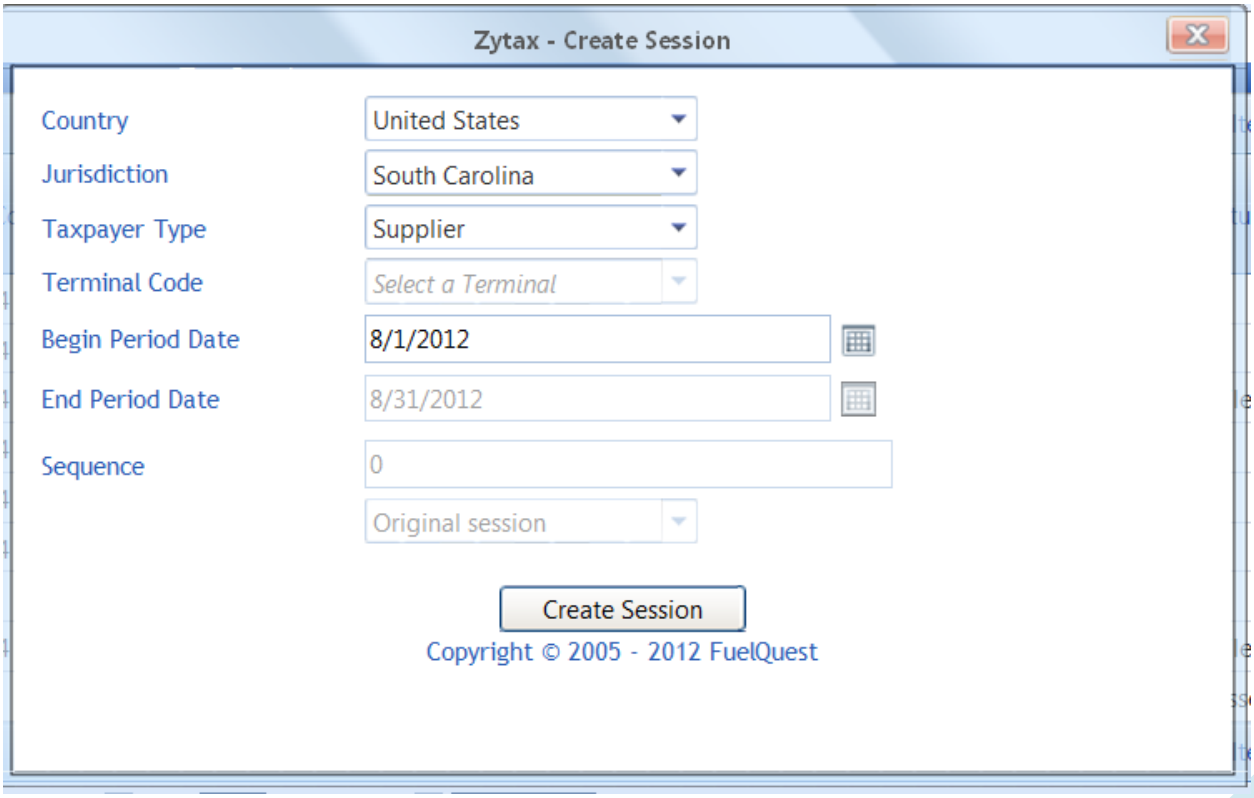
From the Tax Filing tab
Select Tax Sessions from dropdown list



Click Add New Record

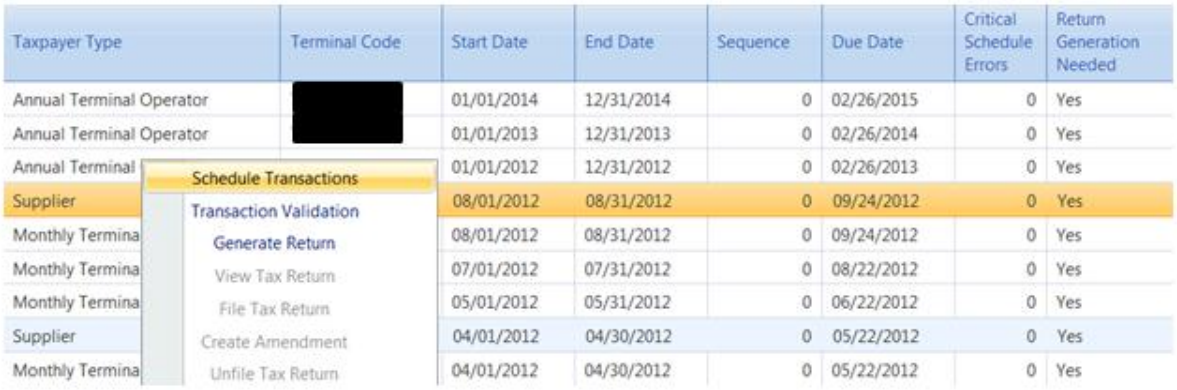


Select Supplier from the Taxpayer Type dropdown list.
Enter the begin period covered date for the return.
Click outside the entry field and the End Period Date will be populated.
Click the create session button.



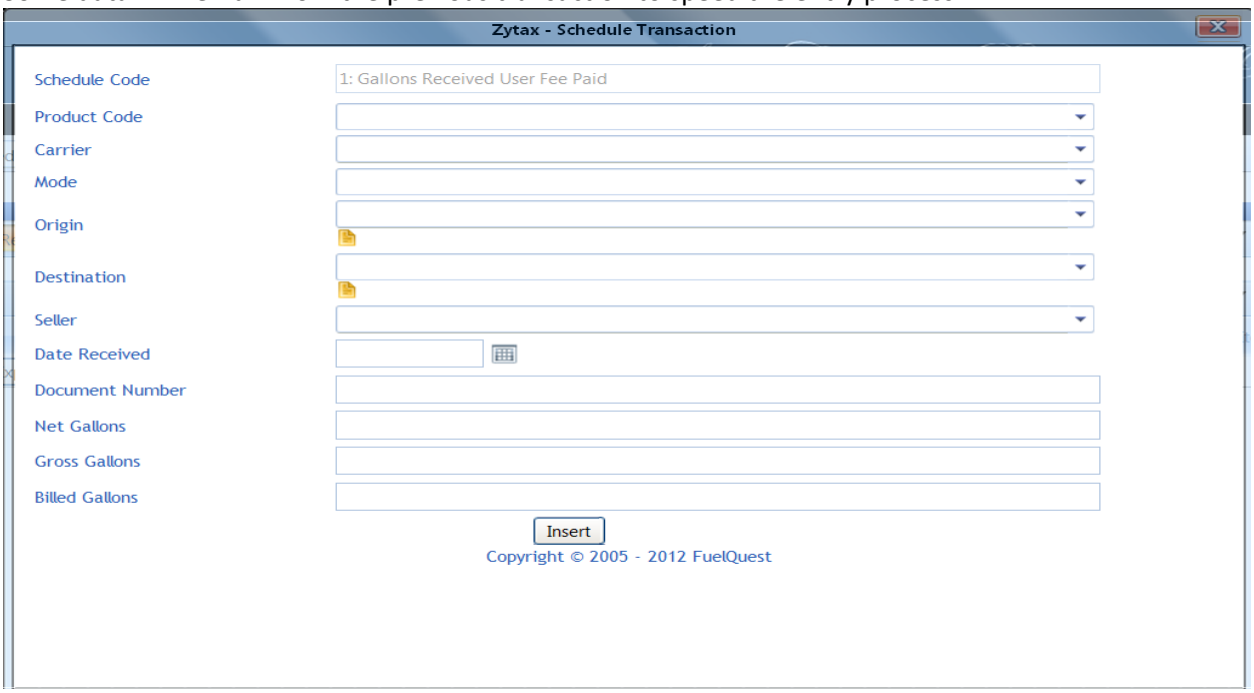
Close out the Record inserted menu

Right click on the row for the Supplier session that was added
From context menu, select Schedule Transactions



Select schedule type from dropdown list to add.
Next, click Add New Record

Enter all schedule information requested on the entry screen.
Click Insert to accept entry.
Some data will remain from the previous transaction to speed the entry process.

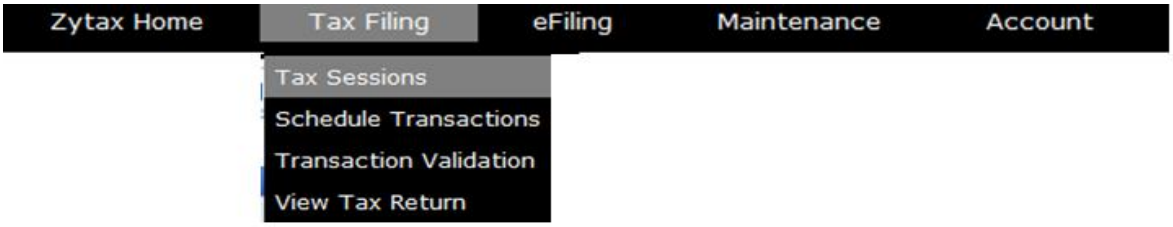


If the entity information needed for the schedule transaction does not appear in the drop down box, stop and enter the entity in business entities. Complete the steps for entering a business entity **(page4)** and then return to the tax session and begin scheduling transactions again.

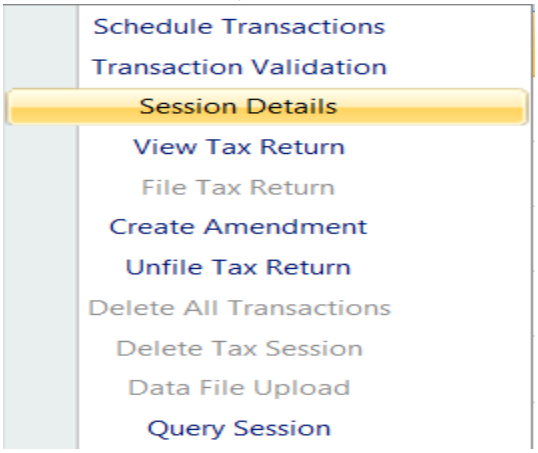
Once all information is inserted for that schedule type, click on the closed button (red X).
If additional schedules are needed for another schedule type, select schedule from dropdown list.
Next, click Add New Record and enter the information. Once all schedules have been added for each load, click on the closed button.

Session Details

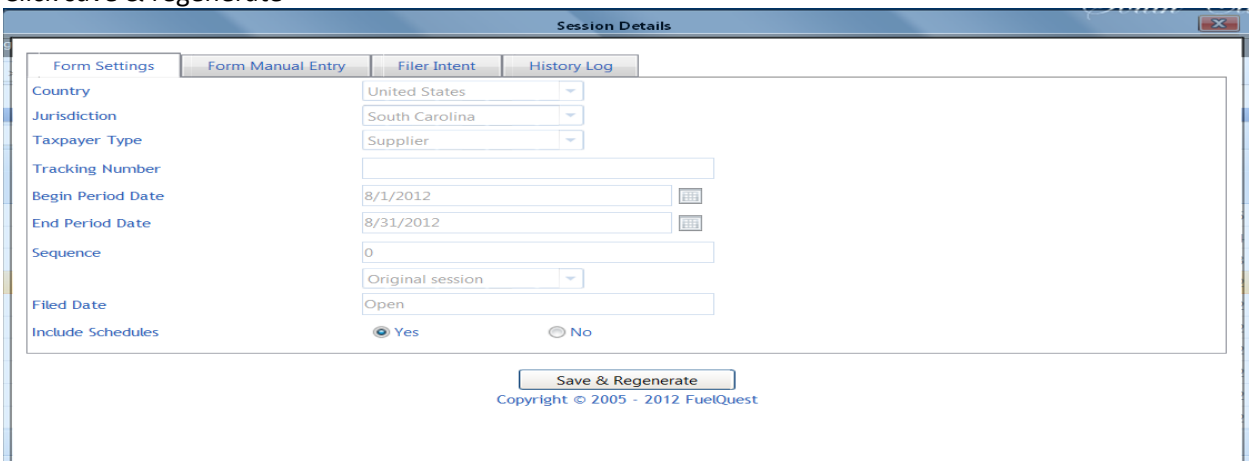
From the Tax Filing tab, select Tax Sessions



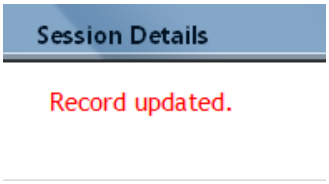
Right click on the row for the Supplier session that was added
From context menu, select Session Details



Select yes, which will include schedules
Click save & regenerate

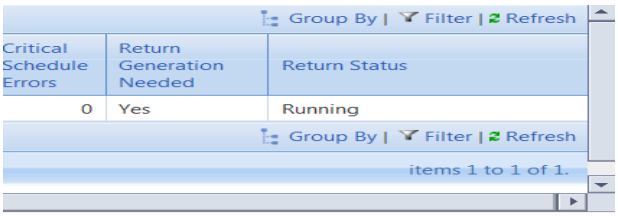


The system will then show record updated

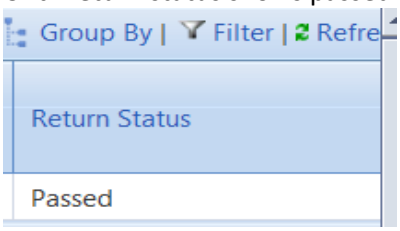


Click the X button to close

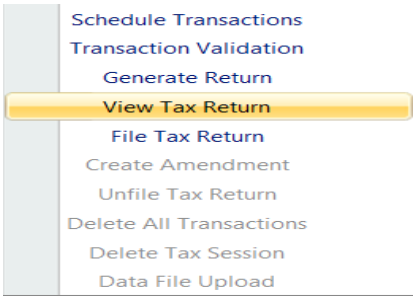
Click refresh several times



Until return status shows passed



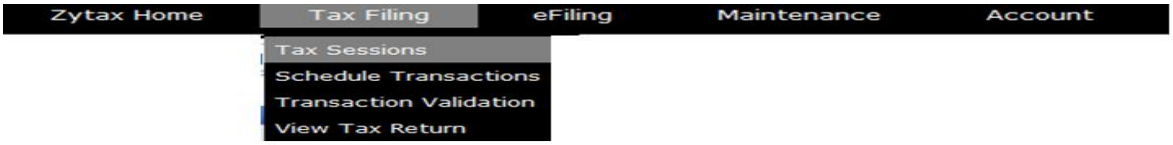
Right click on the row for the Supplier session that was added
From context menu, select View Tax Return



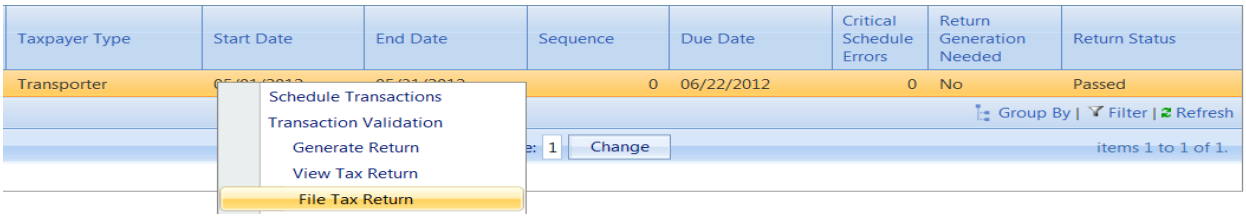
Review return

File Tax Return

From the Tax Filing tab, select Tax Sessions

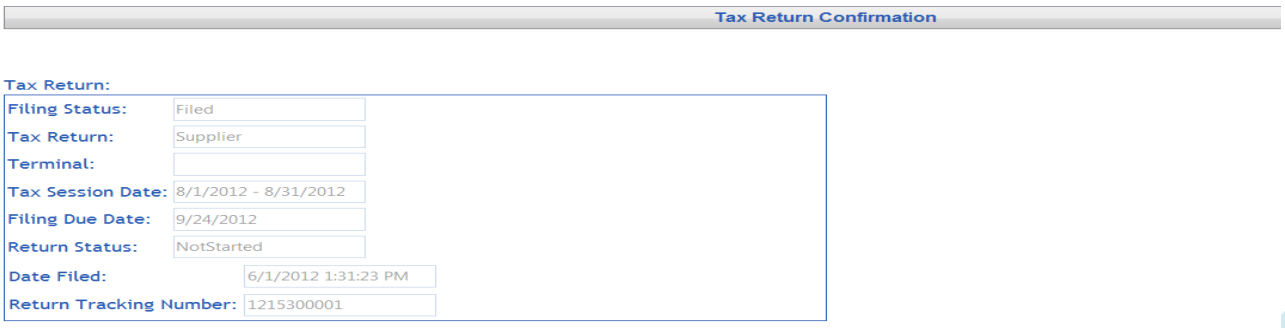


Right click on the row for the Transport session that was added
From context menu, select File Tax Return



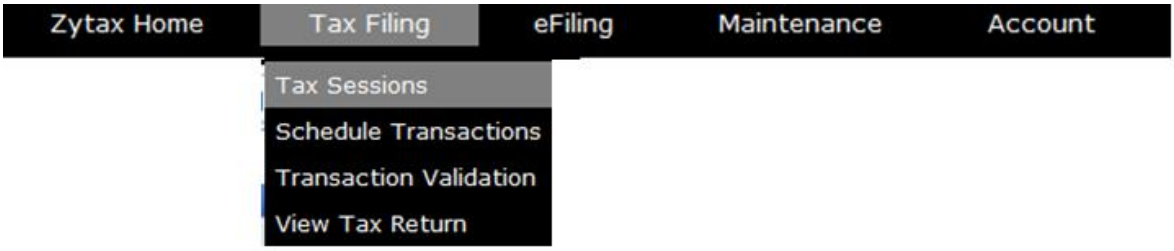
Check the agree button
Click on Submit

Tax Return Confirm and filed

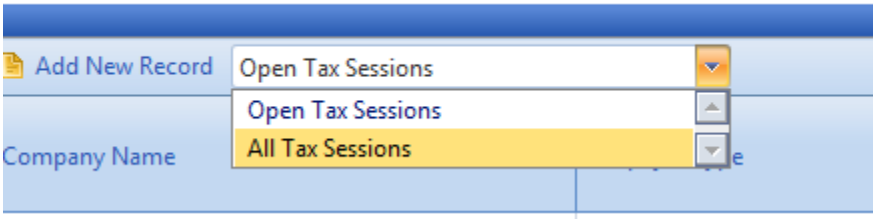


Creating Amended Return

From the Tax Filing tab, select Tax Sessions from dropdown list

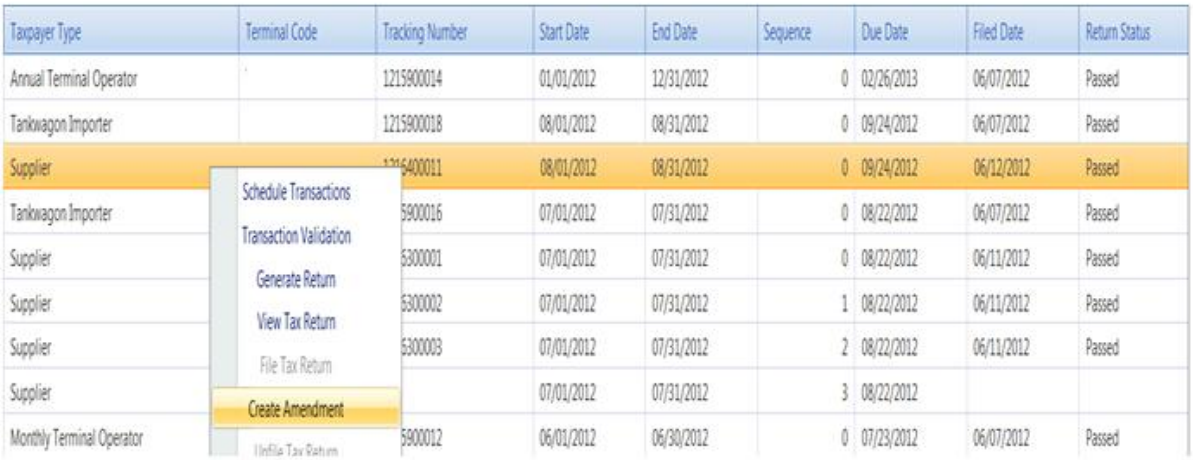


Change selection from “Open Tax Sessions” to “All Tax Sessions”

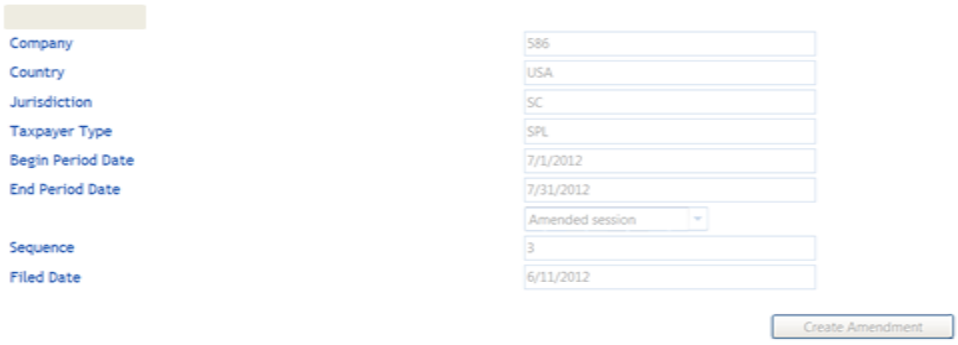


Select return session to be amended and click on the row to display the drop down menu.

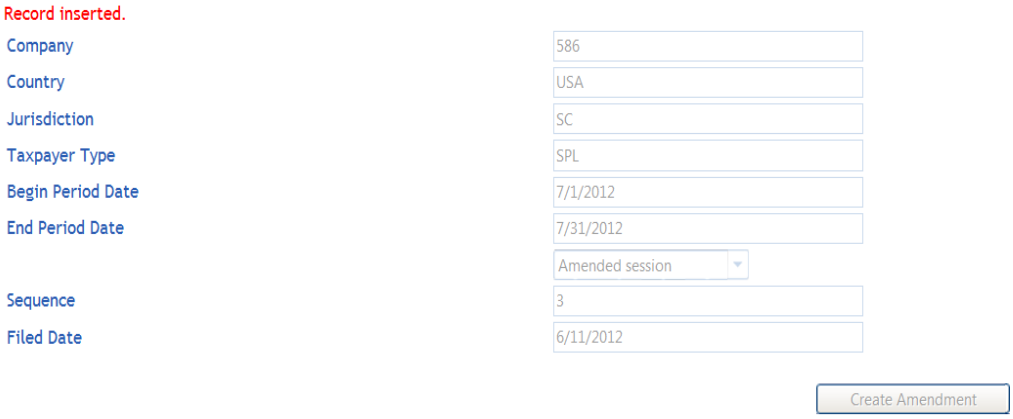
Choose Create Amendment



Next, click Create Amendment



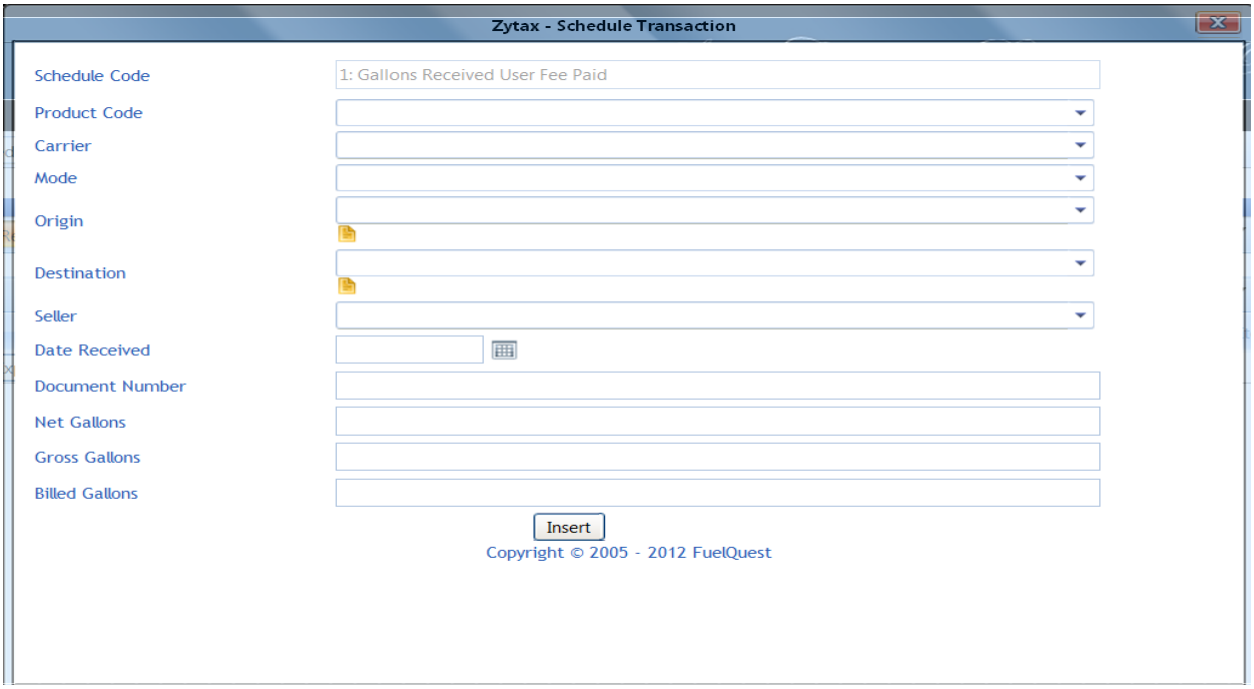
Record inserted



From the Tax Filing tab, select Schedule Transactions from dropdown list

Select schedule type from dropdown list to add.
Next, click Add New Record

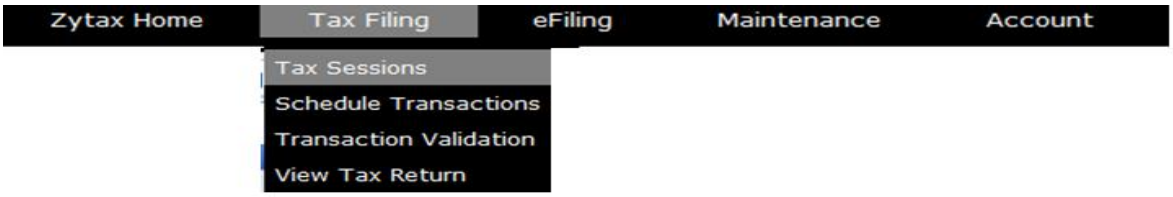
Enter amended information
Click Insert
A schedule must be added for each load and each product type.



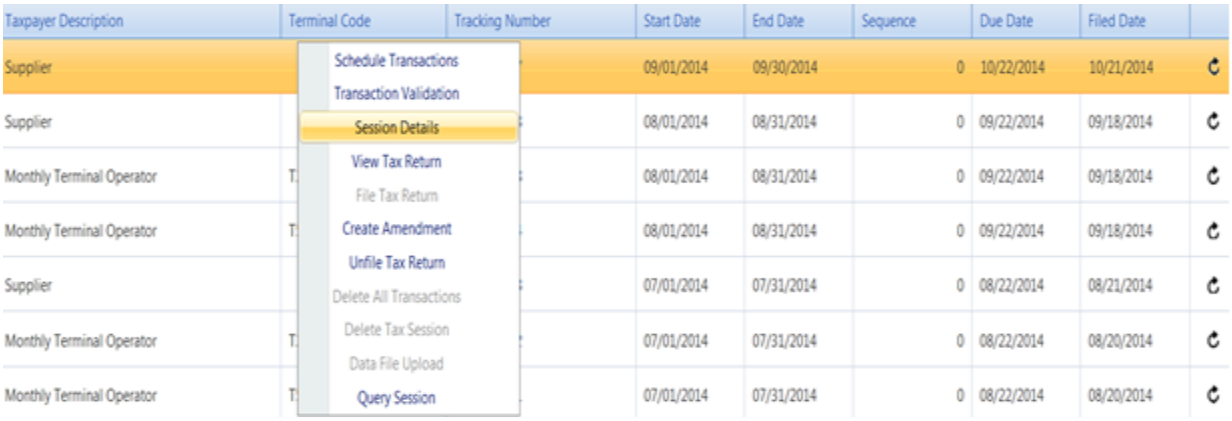
Once all amended information is inserted for that schedule type, click on the closed button.
If additional schedules are needed for another schedule type, select schedule from dropdown list to add.
Next, click Add New Record

Enter amended information
Click Insert
Once all schedules have been added for each load, click on the close button

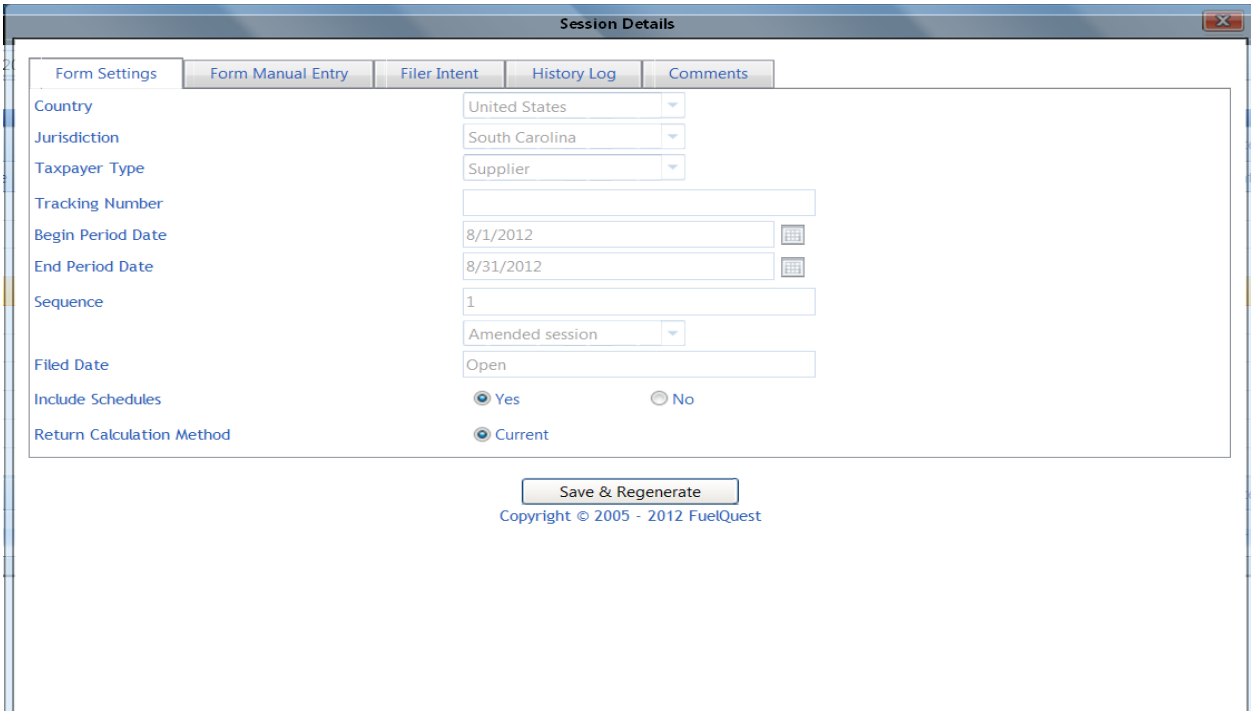
From the Tax Filing tab, select Tax Sessions



Right click on the row for the Supplier session that was added
From context menu, select Session Details



Select yes, which will include schedules
Click Save & Regenerate



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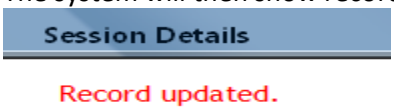
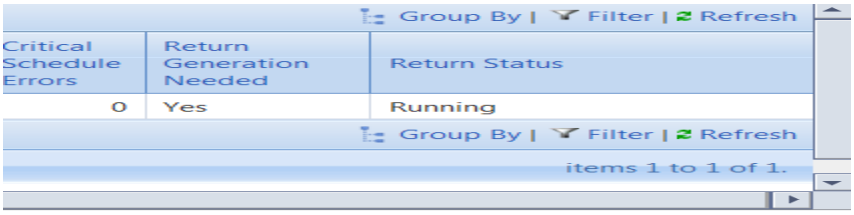


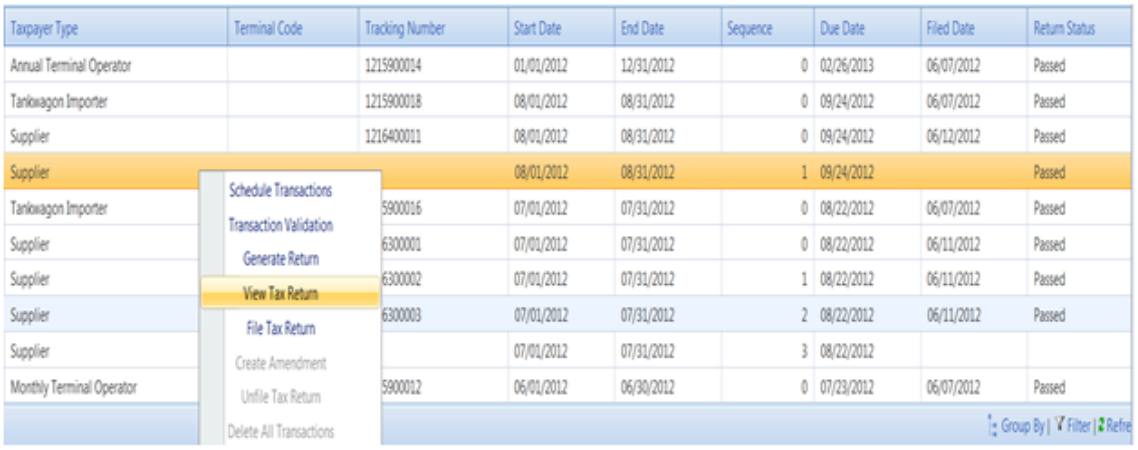
Click the X button to close

Click refresh several times

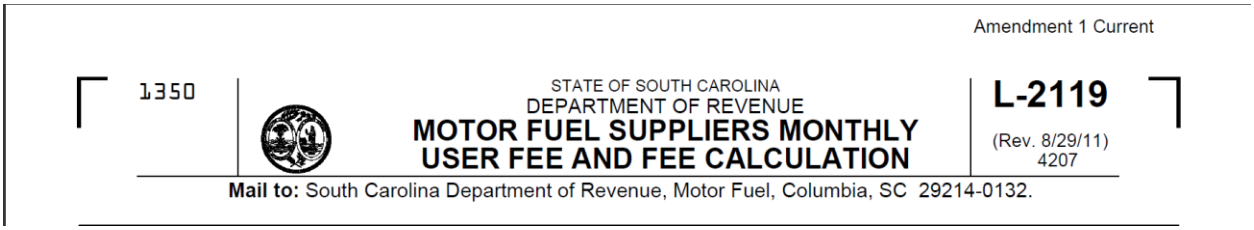


Until return status shows passed

Right click on the row for the Supplier session that was added
From context menu, select View Tax Return



Review amended return


Amendment 1 Current

1350

STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
MOTOR FUEL SUPPLIERS MONTHLY USER FEE AND FEE CALCULATION

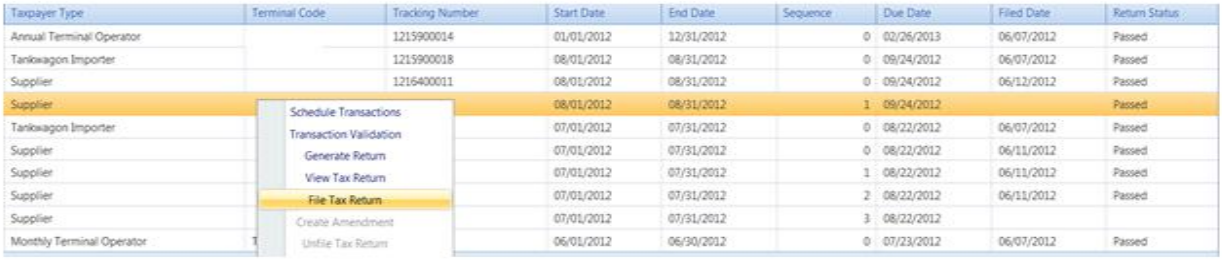
L-2119
(Rev. 8/29/11)
4207

Mail to: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0132.

File Amended Tax Return

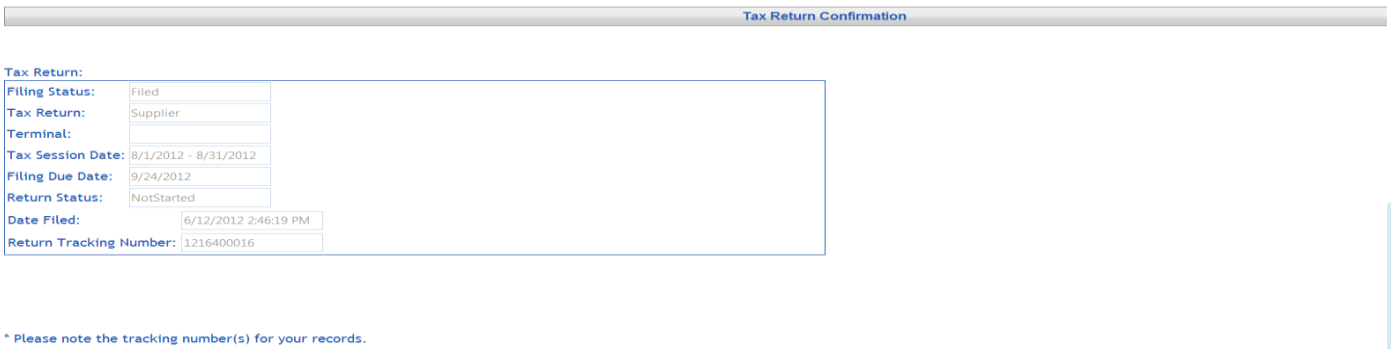
From the Tax Filing tab, select Tax Sessions

Right click on the row for the Supplier session that was added.
From context menu, select File Tax Return



Check the agree button
Click on Submit

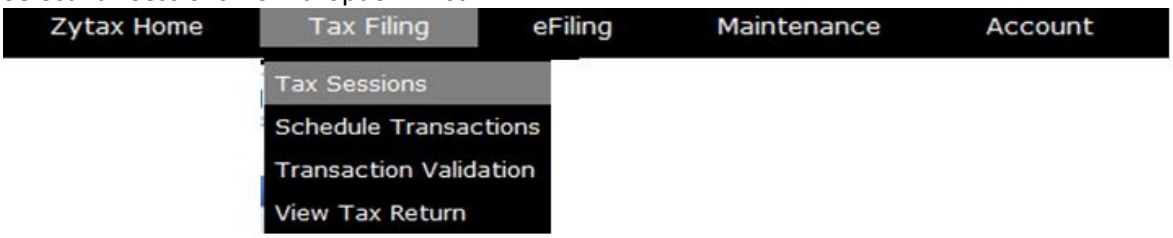
Tax Return Confirm and filed



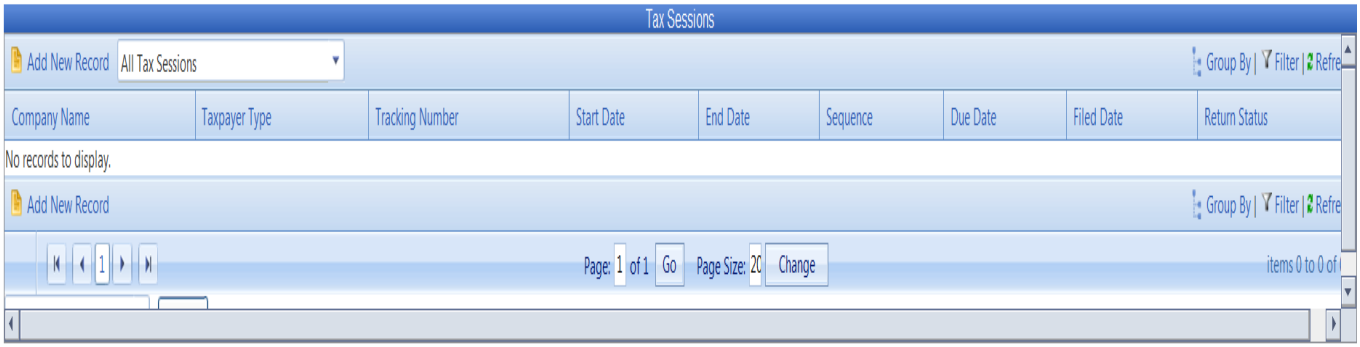
Filing a Zero Return

Click on the Tax Filing tab

Select Tax Sessions from dropdown list



Click Add New Record



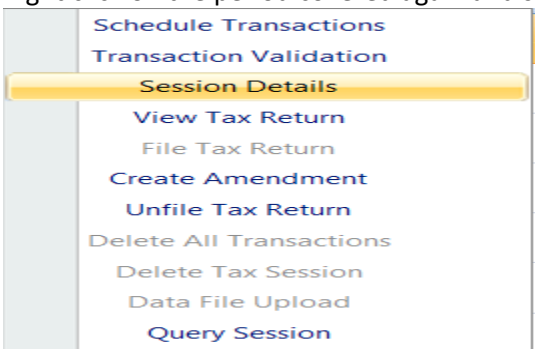
Select the Supplier from Taxpayer Type dropdown list

Enter the begin period covered date for the return

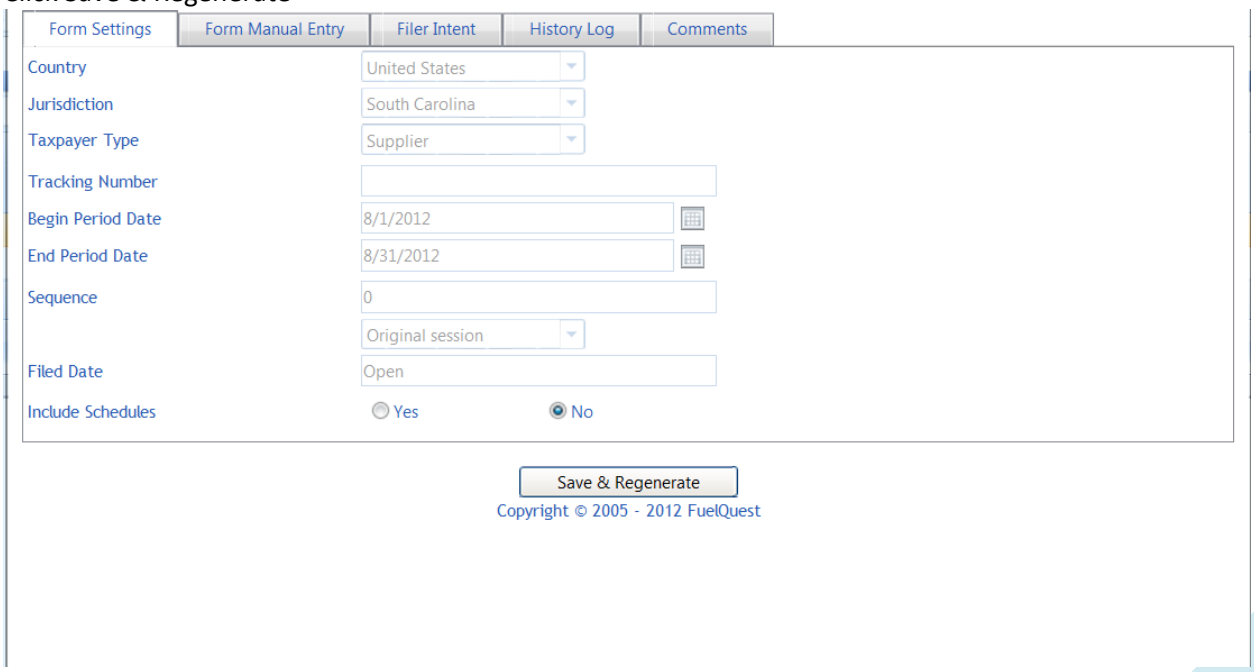
Click create session

Close out the Record inserted menu

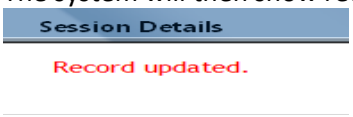
Right click on the period covered again and select Session Details from drop down list



Select no, which will not include schedules
Click Save & Regenerate

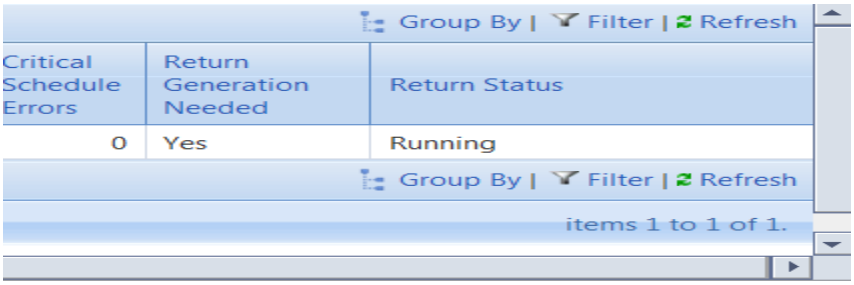


The system will then show record updated



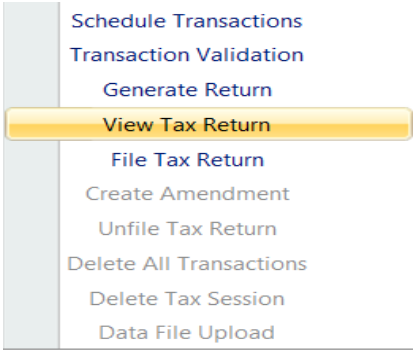
Click the X button to close

Click refresh several times

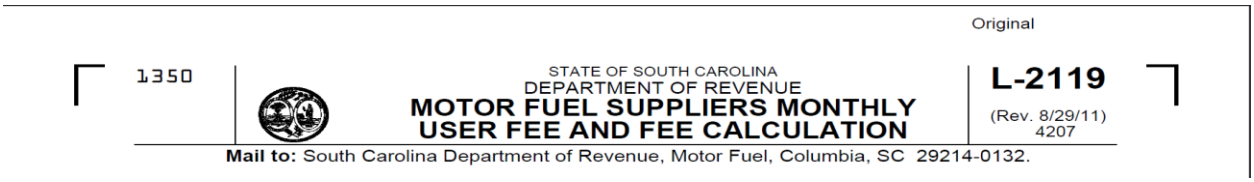


Until return status shows passed

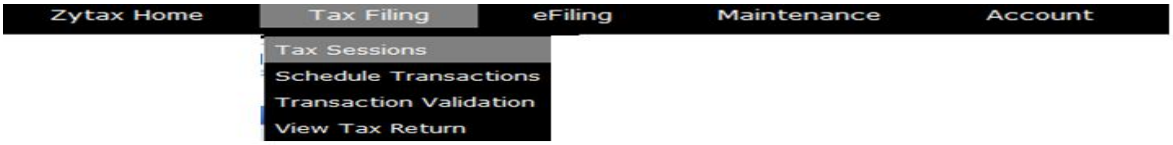
Right click on the row for the Supplier session that was added
From context menu, select View Tax Return



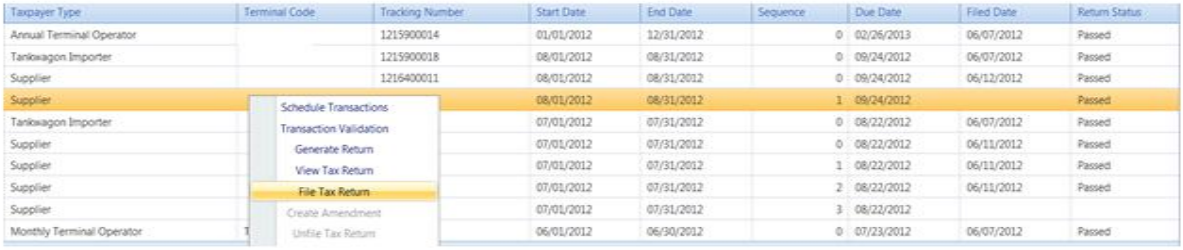
Review return

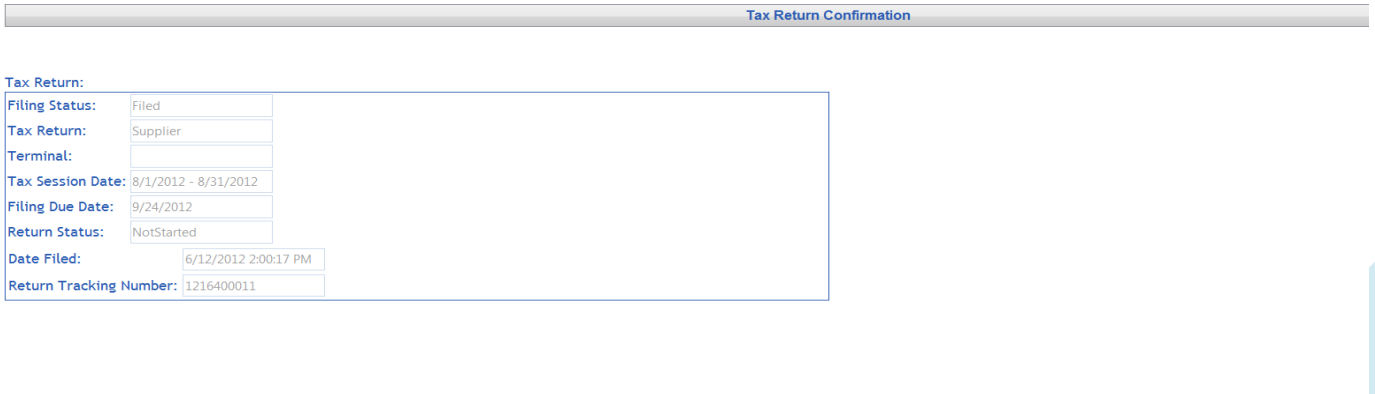


Next, File Tax Return
From the Tax Filing tab, select Tax Sessions



Right click on the row for the Supplier session that was added
From context menu, select File Tax Return



Check the agree button
Click on Submit

Tax Return Confirm and filed